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Division of Budget and Analysis
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Michael F. Easley, Governor
Dempsey Benton, Secretary

James B. Slate, Jr., Director

March 28, 2008

MEMORANDUM #2008-05

TO: Division Directors

FROM: Jim Slate

Sandra Trivett

Handwritten signatures of Jim Slate and Sandra Trivett.

SUBJECT: SFY 09-11 Results Based Budgeting Fund Purpose Statements,
Service Statements and Measures

This memo is written to detail the next steps associated with the Results Based Budgeting (RBB) effort. You have already completed the first submission of this project summarizing your agency's overview, mission statement, goals, strategies and key agency indicators. The next steps toward completion of the RBB document for your agency will include submission of information as it relates to fund and service level details. Please refer to OSBM instructions at http://data.osbm.state.nc.us/source/RBB_instruc_09.pdf on pages 16 through 29 for the completion of:

- Fund Purpose Statements.
- Service Statements.
- Services Analysis.
- Performance Measures.

As previously instructed, all agencies are to use OSBM's web-based forms (found at <http://data.osbm.state.nc.us/rbb.html>) for the completion of RBB submissions with one exception. For "Services Analysis", agencies will need to provide an explanation of the methodology used for allocating dollars and FTEs across services, including backup data supporting the estimates submitted. This could include narrative information as well as spreadsheet data to support allocations of funds to individual services. Also note that you do not need to create service statements and measures for funds set up solely for the purpose of accounting transactions (e.g. Revenue Clearing, Prior Year Earned Revenue, etc.). We will provide standard definitions for the purpose of these funds at the Department level.

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As we have previously indicated, nearly all of the information that will need to be submitted for the RBB update either already exists as part of or will be developed for existing performance planning initiatives within DHHS. Specifically, this includes the DHHS Performance Management Database, prior year RBB documents and the DHHS Business Plan. In order to ensure that we are providing information for the RBB that is consistent with each of these sources, please utilize these documents as resources in completing your submissions.

Upon completion of your submissions on the web-based forms, please notify Rob Kindsvatter by e-mail, that your forms are ready for review. As always early submissions are appreciated, however all forms should be completed **no later than April 10, 2008**. Staff from Budget and Analysis and the Office of Policy and Planning will review your submissions and return comments to you in time for you to finalize these documents for OSBM review.

Thank you in advance for your attention as it relates to this important effort.

JBS:ST:rk

cc: Budget Officers
Budget Analysts